



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

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|---|--|---|--------------------|---|--|
| 1. Application Date 2-23-72 | | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 14 1972 87 MAR 14 1972 | |
| 2. Agency Application No. GDPH - 15 | | 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Health Facilities & Licensure Branch Program Management Service 47 Trinity Avenue, Atlanta, Georgia | | 4. Person to Contact Mr. Robert Maifeld | |
| | | | | 5. Working Title Chief, Program Management | |
| | | | | 6. Tel. No. 656-4694 | |
| 7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | |
| 8. Inclusive Dates 1964 - Present | | 9. EXACT SERIES TITLE Intra-Office Reports of Project Development File | | | |
| 10. What function performed resulted in creation of this series Reports developed on a monthly basis, to inform staff of the progress and status of the health facility construction and potential construction are to the related federal Grant funds. They are used on a daily basis regarding construction standards or inquires on construction. When a new report is developed, new and old are examined to determine the nature of change and changes are so noted in each of the 4 sections of the Branch and appropriate action, if any, is initiated. | | | | | |
| 11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series consist of (1) pre-part I application survey, (2) Status summary or Grant projects, (3) Status summary of Grant Funds. These folders are 8½ X 11 sheets, printed on front side only, stapled left side and with colored coded cover sheets. | | | | | |
| 12. | | | | | |
| EQUIPMENT OCCUPIED | | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | |
| Letter-size File Drawers | | 3 | 4½ | 1½ | |
| Legal-size File Drawers | | | | 1 | |
| | | | | In Office(s) | |
| | | | | In Storage Area(s) | |
| | | | | 7 | |
| | | | | By Annual Accumulation | |
| | | | | This Year's | |
| | | | | Last Year's | |
| | | | | Preceding Year's | |
| | | | | All Prior Years | |
| | | | | AVERAGE DAILY REFERENCES | |
| | | | | 1 | |
| | | | | 0 | |
| | | | | 0 | |
| | | | | 0 | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published?
Summary report to Public Health Service on a bi-annual basis. ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Mr. Robert Maifeld, Chief Program Management

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

- A. ☒ Destroy immediately after cut off.
 B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:
 1 ☐ Destroy.
 2 ☐ Transfer to records center; hold _____ year(s), then:
 a ☐ Destroy.
 b ☐ Transfer historical material to Archives; destroy remainder.
 3 ☐ Destroy after audit (or _____ year(s) after audit).
 C. ☐ Hold in current files area indefinitely.
 D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.
 E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Not necessarily for keeping

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

| | | | |
|---|---|---|---|
| 26. Inventory taken by <i>R. Maifeld</i> | Recommendations prepared by <i>R. Maifeld</i> | Approved for Division Date <i>R. Maifeld</i> 23 Feb 72 | Records Management Officer Date <i>Douglas M. Hays</i> 2-23-72 |
| Recommendations in Paragraph 25 are: | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Head of Agency <i>John H. Venable, M.D.</i> | Date |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Director, Archives & History <i>Garroll Hart</i> | Date 3-13-72 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Secretary of State <i>Ben W. Jordan Jr.</i> | Date 3-14-72 |
| | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Governor of Georgia <i>Jimmy Carter</i> | Date 3-14-72 |